

## COVER SHEET

### ADMINISTRATOR'S LICENSE RENEWAL REPORT

**Directions:** Complete this form and place it as the first page of your License Renewal Report. Secure all submitted papers with a staple or binder clip in the upper left corner. **DO NOT submit materials in a binder or notebook. Please retain a photocopy of the entire submission for your personal files.** Completed reports should be submitted to

**Indiana Professional Standards Board  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-1953**

**Attestation:**

- This license renewal report has been submitted as one of the requirements for the renewal of an Indiana Standard or Proficient Practitioner License.
- I am the sole author of any reflections and commentaries included in this document.
- There is no plagiarized material in this report.
- I understand that the information in this report is subject to audit verification and I give the Indiana Professional Standards Board or its designee authority to contact any individual or organization as may be required to verify the information.
- I understand that any falsification of the material submitted will result in rejection of the entire report and that a license may be revoked or suspended if the submitted materials are fraudulent (515 IAC 1-2-18(b)(1)).
- I understand that, once the report is submitted, all of the included information and documents are retained by the Indiana Professional Standards Board and will not be returned to me.
- I understand that, if I am a holder of a Rules 46-47 License and I submit this report for license renewal, I will be required to use this option for all future license renewals (515 IAC 1-7-13).

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Administrator's Printed Name

\_\_\_\_\_  
License Number

Address to which the License Renewal Certificate is to be mailed:

**Name:** \_\_\_\_\_

**Street Address and Apt. No.** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code (including 4 digits):** \_\_\_\_\_ - \_\_\_\_\_

**Please Note:** Certificates are mailed within 60 days of the receipt of the **complete** License Renewal Report. Submission of incomplete or handwritten reports will significantly delay the review of materials.